

## **Will Executions**

### INSTRUCTIONS FOR WILL SIGNING, CHANGING INSURANCE BENEFICIARIES OF A CHILDREN'S TRUST, AND ADVICE ABOUT YOUR WILL

1. Arrive between 3:30 and 3:40, (if you have proofread your will) but NO LATER THAN 3:40 P.M., in order to show your ID CARD to the Notary who will administer an oath to the group PROMPTLY at 3:45 P.M. This is a STRICT requirement which will be followed. Parking is scarce so please plan accordingly
2. If you are not going to arrive on time, please be considerate and reschedule ahead of time. Others signing their wills should not have to wait.
3. Normally, you will have had the opportunity to proofread your will at the time the attorney prepared it. If you made changes to it at that time, or were unable to proofread after it was prepared, you MUST review the will prior to the execution of the will. Unread wills may be reviewed on a WALK-IN basis at OUR CONVENIENCE on any day OTHER THAN YOUR DAY OF SIGNING. If you find that minor corrections are necessary, arrive 3:15 P.M. ON the day of signing to ensure sufficient time to make the correction. The procedure takes approximately 25-30 minutes. PLEASE BRING YOUR OWN PEN.
4. Our phone number is 242-5083; Legal Assistance Office, DLI, POM.
5. If you included a testamentary trust for your children in your will, remember to change your Servicemen's Group Life Insurance (SGLI) and commercial life insurance policies so they will pay out to "MY TRUSTEE TO FUND A TRUST ESTABLISHED FOR MY CHILDREN UNDER MY WILL".
6. The will provided you is the original. This office does not keep or maintain a copy although you may wish to make and keep copies for your personal files or give to whomever you wish. Only the original has legal effect and should be kept in a place where it is protected against, fire theft, damage or other loss. If you decide to use a safety deposit box at a bank, ask your bank whether a court order is required to open the box after your death. Some states have laws requiring the box be sealed upon the death of the owner. This may occur even if only one of the two joint owners dies. You may wish to mail your original will to your alternate executor or to a close family member for safekeeping. In any event, the executors and primary beneficiaries should be told where the original is kept and have access to it upon your death.
7. You should prepare an inventory of all your real and personal property. This inventory should be kept with your will, giving a description and location of all your property. This inventory will greatly assist your executor in settling your estate. This listing should include life insurance policies, bank accounts, stocks, bonds, real-estate, business interests and personal property. This inventory should be kept up to date and checked at regular intervals. You may wish to leave a letter of instruction for your executor giving additional guidance as to how you want any items of personal property distributed. This letter of instruction is not a substitute or replacement for a will.; its only legal effect is to provide assistance to your executor.
8. Now that your new will has been executed, you should destroy your old will and any copies immediately. Your new will remains effective until destroyed or otherwise nullified by your clear and express action.
9. Your will has been drafted on the basis of your present intentions. There are several reasons to review your will including: (a) the death of any person named in your will; (b) marriage or divorce; (c) a substantial change in your financial condition; (d) the mental or physical disability of someone in your will; (e) any event that influences how you want your property distributed upon your death.

10. DO NOT try to change your will by crossing out or adding words or additional marks. Any such alterations may invalidate the entire document. On a separate piece of paper, note any changes you want and bring to your next appointment to have a new will prepared.